
**TERMINATION AND
RELEASE
PROCEDURES**

The contractor must agree to continue services to a youth for at least 30 days following written notification to the department of the contractor's decision to terminate the placement. However, in order to avoid termination, to provide adequate care to the child, and to define those youth in need of specific, additional resources, the contractor must not issue a 30-day notification until contact has been made with the department's local office worker supervising the placement and the department's Office of Children Service's contract initiator or designee, and a determination has been made as to what resources are needed to preserve the placement and meet the needs of the child.

The contractor must request the department to remove a child from the contractor's program in less than 30 days only if the following conditions are met:

- 1) The behaviors or their intensity which endanger the child or others were not made known to the contractor before or at the time of admission, and
- 2) The youth makes actual physical attacks upon other persons and requires ongoing restraint to prevent harm to self or others, or
- 3) The youth makes an overt suicide attempt and hospitalization is necessary, and
- 4) The actual behavior considered dangerous to self or others is grossly deviant from what the department has specified as acceptable in the Admission Criteria (contained in the contract between the department and contractor).

Note: Non-physical disruption of, or non-cooperation in program is not sufficient reason for the contractor to request immediate removal of a child.

- 5) When a child who must be terminated from the contractor's care is in need of further residential treatment, the contractor must cooperate with the department in the identification of specific treatment needs and possible alternative placements.
- 6) Any time the department's local office staff do not meet the responsibilities outlined in their agreement with the contractor,

the contractor must notify the local office director responsible for case management planning. If the dispute is not resolved, the contractor should contact the local office director's chain of command in the department. This includes those situations in which the department's local office staff do not respond to the contractors' request for removal.

Note: In no case must the contractor discharge a child to a non-licensed, non-supervised living arrangement.

- 7) The contractor must complete and submit to the department, medical, dental and all other reports as specified in the DHS-3600. If the youth remains in the contractor's care beyond 10 months the contractor must cooperate with the department in completing a new DHS-3600.
- 8) The contract must report any release, AWOL, serious injury or illness requiring hospitalization of a child to the department's local office and parent within 24 hours of the incident and confirm the information, in writing, within five working days.

Child Death

- 9) A child dies. The death of a child must be reported as outlined in SRM 172, Child/Ward Death Alert Procedures and Time-frames.

CIC TERMINATION

The contractor must prepare and submit to the department's local office a narrative termination and release summary within 10 working days of a youth leaving care. The contractor must provide services to a youth unless conditions outlined in the contract between the contractor and department are present.

TRANSITIONAL SERVICES

After a child leaves placement, the contractor must submit a discharge services plan to the department, with an assessment of the child/family situation, within 14 days of the discharge.

The contractor must also assign, according to each child's treatment plan, a social services worker to maintain contact with the child and family for 60 days following placement if the child is placed in a family setting, unless such service is waived in writing by the department's local office.

The contractor must make at least one home visit per month to assist the child and family in re-establishing family balance and submit a final report to the department worker within 90 days of placement discharge.